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Bi-Weekly Report
for Week Ending 30 April 1962
from
Records Disposition and Systems Branch

1. Contributions

- a. Reviewed and approved a request for revision of disposition instructions for two items on the OCR schedule. The changes resulted in reducing the retention periods for two files series.

2. Assignments

a. Shelf Filing

(1-5) Commo Signal Center, Cable Secretariat, Office of Security, OO/C Commo Registry

The latest information available to OO/Headquarters is that except for file folders the has received the equipment needed to complete its installation. File folders were ordered from Remington Rand on 2 March. Procurement Division made a follow-up at the request of OO/C and found the folders were scheduled for shipment to Los Angeles on 27 April 1962. No action on Other projects.

(6) DDP/TSD

I am awaiting results of an inspection by the CIA Safety Officer of a vaulted area in

(7-8) Comptroller and Logistics

No change.

b. Records Control Schedules

(1) OTR

No action

(2) OO/C

No action

c. Special Projects

(1) Conference Notes and Special Reports

Slides have been made and are ready for coordination with the conference notes.

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c. Special Projects (continued)

(2) DDP/RID []

No action

(3) Agency Courier System []

[] and I briefed [] on our findings to date in the Courier Systems. It was agreed that the survey should continue to the DD/P. [] will contact []

3. Vital Records []

Work continues on Vital Records Workshop. Programs are being run off.

4. Microfilming []

Microfilming of Vital Records in Comptroller's Office completed.

5. News

[] completed the eight-day Records Management Seminar at National Archives.



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